ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM   02-009

TO: All Charter Schools and Sponsors

FROM: Lyle Friesen, Director
             School Finance

DATE: August 21, 2001

SUBJECT: September Revised Estimated Student Count for Fiscal Year 2001-2002
             DUE September 7, 2001

In School Finance Memo 02-005, dated July 30, 2001, (mailed and available at http://www.ade.az.gov/schoolfinance/Memos) all charter schools were notified of the due date for submission of revised student counts, for state aid purposes.   Keep in mind, the September 7, 2001 due date is approaching quickly.

As a reminder, to be eligible for an apportionment of state aid in October, 2001:

Your revised student list must be received on or before September 7, 2001. No late submissions of this data will be processed for the October payment.

* All corrections must be successfully received by ADE within 10 business days of September 7, 2001.
    * *The 10 business days are for corrections only. No submissions of student list will be accepted after September 7, 2001.*

The Word document to be completed with the student list can be downloaded at http://www.ade.az.gov/schoolfinance/Forms/CSEnrPac. Select Charter School Student List to download.

To be eligible for an October payment, your School Calendar and M&O Reduction of Equalization Assistance Forms must be on file at ADE and your School Calendar must be completed and activated, each prior to September 7th. Information on these required items may be found at http://www.ade.az.gov/schoolfinance/Forms/CSEnrPac

Send student lists to delrep@ade.az.gov. Upon receipt, an automated response will be sent from this mailbox acknowledging receipt of an email. Automated response in no way should be considered confirmation that ADE has received a valid, complete data file.

If the student list is submitted by September 7, 2001 a summary of your revised student list submission will be posted to your charter school's home page on the ADE web site (**http://www.ade.az.gov/Districts**) within 5 business days of the 7th. It is the responsibility of each charter school to verify that the information posted correctly reflects the sum of the data that was submitted on or before September 7, 2001. If there is a discrepancy between the data submitted and the summary report posted, your written documentation of the discrepancy must be received within **10 business days** (e-mail to Rose Whelihan rwhelih@ade.az.gov or Dianne Johnson djohnso@ade.az.gov, hand delivery, or US mail-**NO FAXES** will be accepted, corrections must be e-mails).

Submission of the revised student list is a requirement of ALL charter schools. If your charter has reached its 40th day, plus twelve and has submitted, and corrected if necessary, its 40th day data, by October 1, 2001, funding will be based on 40th day data, only if your revised student list is received according to requirements.